



CITY OF BELLE ISLE

REQUEST FOR PROPOSALS # 2025-01

AUDIT SERVICES

RESPONSES DUE BY 4:00 PM JUNE 11, 2025

MAIL OR DELIVER RESPONSES TO:

City of Belle Isle
ATTN: Rick Rudometkin, City Manager
1600 Nela Avenue
Belle Isle, FL 32809

CONTACT:

Tracey Richardson, Finance Director
1600 Nela Avenue
Belle Isle, FL. 32809
Phone: (407) 851-7730
Email: trichardson@belleislefl.gov

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1. INTRODUCTION

1.1. SUMMARY

The City of Belle Isle, Florida is soliciting proposals from qualified certified public accounting firms, authorized to do business in Florida, to provide annual financial auditing services for the City of Belle Isle for the three (3) fiscal years ending September 30, 2025, 2026, and 2027, with potential extensions for 2028, 2029, and 2030.

Audits are to be performed in accordance with generally accepted auditing standards for financial and compliance audits as required by Chapter 10.550 of the rules of the State of Florida Auditor General, applicable to audits of municipalities.

1.2. BACKGROUND

The City of Belle Isle, Florida is located within Orange County, Florida, and has an estimated population of 7,239. The City of Belle Isle was incorporated in 1924 and operates under a Council-Manager form of government. The City Council is composed of seven elected Commissioners and an elected Mayor. The Council appoints the City Manager. The fiscal year begins on October 1 and ends on September 30.

The City provides general government, police, public works and community development services. Fire protection, building permitting, planning, city engineering and technology services are contracted with other agencies. Water and wastewater services are provided by Orlando Utility Commission (OUC) and electrical services are provided by Duke Energy.

The City's total adopted budget for FY 2024/2025 is \$13,403,339 comprised of seven governmental funds including the General Fund, Capital Projects Fund, and five special revenue funds (Stormwater, Transportation Impact Fee, Law Enforcement Education, Parks Impact Fee, and General Government Impact Fee). The number of fund types and/or funds may be increased or decreased depending upon the City's requirements. Also, from time to time, the City is the recipient of various State and Federal grants.

The City utilizes Edmunds GovTech MCSJ financial software. The applications include general ledger financial accounting, accounts payable, payroll, human resources, cash receipts, accounts receivable, and building permits. Budgets are recorded in the automated accounting system. Amendments and transfers are documented within the system.

The City currently has 42 budgeted staff positions consisting of 37 full-time employees and 5 part-time employees. The City does not have an internal audit department. The Finance Department consists of a Finance Director and a Finance Technician.

The City has received the Government Finance Officers Associations Certificate of Achievement for Excellence in Financial Reporting for the past 24 fiscal years.

Interested proposers who wish to review the previous year's Annual Comprehensive Financial Reports (ACFRs) can find the reports located on the City's website at belleislefl.gov/finance

1.3. INQUIRIES AND ADDENDA

All potential proposers may submit questions and clarification requests to:

Tracey Richardson
Finance Director
Ph: (407) 851-7730
Email: trichardson@belleislefl.gov

All questions will be compiled and a written response in the form of an addendum will be distributed to all persons or businesses that have indicated an interest to receive RFP amendments. See the timing for questions and answers in Section 1.4 of this RFP.

1.4. PROCUREMENT SCHEDULE

The following dates are set forth for information and planning purposes; however, the City reserves the right to change the dates as needed.

RFP Issued/Advertised Date:	May 1, 2025
Questions Deadline:	June 2, 2025
Proposals Due:	June 11, 2025 4:00pm
Proposal Opening:	June 11, 2025 4:00pm
Audit Committee Evaluation:	June 13, 2025
City Council Approval:	June 17, 2025

2. RESPONSE PROCEDURES

2.1. PROPOSAL SUBMISSION

Proposals must be received by mail or hand delivered no later than 4:00pm, local time, June 11, 2025 at the following address:

**City of Belle Isle
ATTN: Rick Rudometkin, City Manager
1600 Nela Ave
Belle Isle, FL 32809**

- Proposals shall be submitted in sealed envelopes and clearly labeled with the proposer's name and **"PROPOSALS FOR AUDIT SERVICES - RFP 2025-01"**.
- Late submittals, facsimile submittals, and emailed submittals will not be accepted.
- Each submittal shall include one (1) original and one (1) copy.
- Firms may modify or withdraw their proposals at any time prior to the closing date by providing a written request for modification or withdrawal to the City of Belle Isle Finance Director.
- The City of Belle Isle assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting firm.

The following documents must be attached to the proposal:

- Response Submission and Addendum Acknowledgement
- Hold Harmless Agreement
- Non-Collusion Affidavit
- Drug-Free Workplace Certification
- Sworn Statement on Public Entity Crimes
- Certificate of Insurance

2.2. AGREEMENT TERM AND REQUIREMENTS

The initial contract term shall be for a period of three (3) years, providing annual audit services for the fiscal years ending September 30, 2025, 2026, and 2027.

The agreement contract shall be in the form of an Engagement Letter that will include, at minimum, the following provisions as required by 218.391(7) Florida Statutes:

- A provision specifying the services to be provided and the fees for such services.
- A provision requiring that the invoices for fees be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

2.3. OPTION TO RENEW

The City reserves the right to renew the contract for three (3) additional one (1) year periods for the fiscal years ending September 30, 2028, 2029, and 2030. All terms and conditions and unit prices shall remain the same as the original agreement, unless mutually agreed upon in writing.

2.4. MANDATORY QUALIFICATIONS AND REQUIREMENTS

To be eligible to respond to this solicitation, the proposing audit firm must meet the following mandatory requirements:

- Must be registered and licensed to practice in the State of Florida.
- The Principal Auditor must be a Certified Public Accountant qualified to perform municipal audits in the State of Florida.
- Must have experience in performing municipal audits in accordance with auditing standards generally accepted in the United States of America, preparing financial statements compliant with Governmental Accounting Standards Board (GASB) requirements and Florida laws.
- Must have successfully provided services of similar magnitude to those specific in the Scope of Work section of this solicitation.
- Have no conflict of interest with regard to any other work performed by the firm for the City of Belle Isle.

2.5. INSURANCE REQUIREMENTS

Proposer must submit with their proposal a current Certificate of Insurance providing proof of Professional Liability Insurance in an amount not less than \$1,000,000. Upon award of the engagement, the *successful*

Proposer shall be required to provide evidence of both General Liability and Professional Liability Insurance in the form of a Certificate of Insurance issued on behalf of the City of Belle Isle in an amount not less than \$1,000,000.

3. SCOPE OF WORK

3.1. AUDITING STANDARDS

Pursuant to Florida law and Auditor General Rule 10.551(3), audits are to be performed in accordance with the following as they exist or as each may be subsequently amended:

- Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA)
- Government Auditing Standards issued by the Comptroller General of the United States
- Requirements of Sections 218.39 and 218.415 of the Florida Statutes and Chapter 10.550 of the Rules of the Auditor General
- Regulations of the Florida Department of Financial Services
- Provisions of the U.S. Office of Management and Budget (OMB) Uniform Guidance 2.CFR 200, and the Florida Single Audit Act, Section 215.97, Florida Statutes
- Other applicable federal, state, and local laws or regulations or professional guidance not specifically listed above as well as any additional requirements which may be adopted by these organizations in the future

3.2. REQUIRED SERVICES

The Auditor, as part of this engagement, will conduct the following activities utilizing the appropriate standards noted in Section 3.1:

- A. Plan and perform annual financial audits, as defined in Section 218.31(17), Florida Statutes and required in Section 218.39, in accordance with auditing standards generally accepted in the United States and all other standards applicable to financial audits of the City of Belle Isle.
- B. Perform compliance audits and issue reports required in Section 215.97, Florida Statutes and OMB Uniform Guidance 2. CFR 200 when the expenditure of federal awards exceeds the uniform guidance threshold.
- C. Perform tests of documentary evidence supporting the transactions recorded in the accounts, which may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.
- D. Perform tests of the City's compliance with applicable laws and regulations and provisions of contracts and agreements.
- E. Review the internal accounting controls of the City to the extent necessary to evaluate the system as required by applicable standards.
- F. Inform the City Manager of any matters involving internal control and its operation the Auditor

considers being reportable conditions under standards established by the American Institute of Certified Public Accountants.

- G. Issue an immediate written report to the City Manager and/or Finance Director of all fraud and illegal acts or indications of illegal acts, of which they become aware.
- H. Provide the City with adjusting entries, final trial balance, and capital asset schedule upon completion of the field work.
- I. Meet with City financial management staff and key audit firm personnel as needed to include pre-audit conference(s) to discuss audit schedules, working paper requirements and report deadlines, progress report meetings, and post-audit conference(s) to discuss audit report and results.
- J. Issue Report on Compliance with specific requirements applicable to major federal financial assistance programs, if required.
- K. Issue Independent Auditor's Report on the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States.
- L. Issue Independent Auditor's Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards.
- M. Issue Management Letter pursuant to the Rules of the Auditor General for the State of Florida.
- N. Issue Report on Compliance with the requirements of Section 218.415, Florida Statutes.
- O. Prepare the basic financial statements, notes to the financial statements, required supplementary information, combining and individual fund financial statements and schedules, and Management, Discussion, and Analysis (MD&A), in full conformity with generally accepted accounting principles (GAAP) and in full compliance with the requirements of the Governmental Accounting Standards Board (GASB).
- P. Prepare the Draft and Final Annual Comprehensive Financial Report (ACFR) as a single document to include all required financial statements, notes, required supplementary information, reports, and individual and combined statements to meet the requirements of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program, with assistance from the City Finance Department.
- Q. Provide approximately fifteen (15) originals and one (1) electronic PDF copy of the final ACFR. For all applicable grant programs, the auditor shall provide two (2) originals of the single audit report. The audit reports will be provided within the periods required by the State of Florida to meet any reporting requirements.
- R. Assist with the submission of the City's ACFR to the GFOA for review in their Certificate of Achievement for Excellence in Financial Reporting program, including providing special assistance to the City to meet the requirements of the program and technical advice to ensure awarding of certification, and providing the calculation of the net investment in capital assets.

- S. Present the ACFR to City Council at a regularly scheduled City Council meeting.
- T. Provide technical assistance throughout the fiscal year, including answers to accounting, reporting, and/or internal control questions and assist the City in complying with changes in reporting requirements to remain in conformity with accounting principles generally accepted in the United States and reporting changes mandated by the State of Florida.

3.3. WORKING PAPER RETENTION

All working papers and reports must be retained, at the auditor's expense, in accordance with requirements and procedures set forth by the General Records Schedule for Local Government Agencies as promulgated by the Florida Department of State, unless the firm is notified in writing by the City of Belle Isle of the need to extend the retention period and must be made available upon request from the City or other appropriate parties.

3.4. ASSISTANCE PROVIDED BY THE CITY

The Finance Department and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. City staff will provide the ACFR cover, title page, transmittal letter, organizational chart, statistical section, and the prior year Certificate of Achievement and GFOA comments. City staff will also prepare the confirmation letters.

4. RESPONSE FORMAT

4.1. PROPOSAL REQUIREMENTS

Proposers must provide documentation which demonstrates ability to satisfy all of the mandatory requirements outlined in this section. Proposals that do not contain all the information required by this RFP or are otherwise non-responsive may be rejected immediately; however, the City has discretion to accept a proposal that does not conform with all RFP requirements if the City determines that the non-compliance is not substantial or material. If a proposal is unclear, or appears inadequate, the City may at its discretion give the firm an opportunity to explain how the proposal complies with the RFP requirements.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to fulfill the requirements of the RFP. Submissions should be on 8 ½ x 11 paper and should not exceed 50 single-sided pages in length.

4.2. PROPOSAL FORMAT

Proposals should include the following:

- A. COVER PAGE

The cover page of the proposal must include the title "RFP# 2025-01 Audit Services". It must also include the firm's name, address, telephone number, name and title of the primary contact person, and the date of the proposal.

B. TABLE OF CONTENTS

Please include a table of contents with page numbers to clearly define the location of the major sections of the proposal.

C. TRANSMITTAL LETTER

The signed letter of transmittal should briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the proposer believes itself to be the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer to provide the services as outlined in the RFP. A statement in the letter shall specifically stipulate that all terms and conditions contained in the RFP are accepted by the proposer. The signer must have the authority to bind the proposer to the submitted proposal.

D. PROPOSER'S (FIRM'S) QUALIFICATIONS AND EXPERIENCE

This section of the proposal should provide an overview of the firm and establish the ability of the proposing firm to satisfactorily perform the required work. State the size of the firm's governmental practice, strength and stability of the firm, the size of the firm's governmental audit staff, the location of the office at which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement. Describe experience performing the work listed in the Scope of Work section of this RFP. Describe approaches to stay current with GASB statements, guidelines, and best practices.

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations. The firm shall also disclose any pending or threatened legal actions related to audit services and any legal settlements within the last two (2) years.

E. PARTNER, MANAGER, AND STAFF QUALIFICATIONS AND EXPERIENCE

Provide the names of the partners, managers, and key personnel who would be assigned to this engagement, including identification of the audit team leader. Describe their roles and provide a brief description of their education, qualifications, and experiences. Describe how the quality of staff and consistency will be assured over the term of the agreement.

F. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Provide a list of municipalities your firm has audited in Florida in the last five (5) years and indicate if any required full ACFR preparation. Include contact information for a minimum of five (5) municipal clients to be contacted for reference.

G. STATEMENT OF INDEPENDENCE

The proposer should provide an affirmative statement that it is independent of the City of Belle Isle, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

H. LICENSE TO PRACTICE IN FLORIDA

The proposer should provide an affirmative statement indicating that the proposer and all assigned key professionals are properly licensed to practice in the State of Florida.

I. PEER REVIEW

The proposer should provide a report of the firm's most recent peer review.

J. SPECIFIC AUDIT APPROACH

Describe the approach to completing the tasks specified in the Scope of Work. Include a work schedule with key project milestones and timelines for deliverables with a final report delivery date on or before March 20th of each year.

K. PRICE PROPOSAL

Provide a fee schedule showing the total all-inclusive price separately stated for each year of the three (3) year engagement and the proposed total all-inclusive price for the three (3) year extension periods. Only certain years may require a single audit; therefore, the fee schedule must reflect prices both with and without a single audit.

The fees proposed must include a schedule of fees and expenses that support the total all-inclusive price, including hours and hourly rates by position and anticipated out-of-pocket expenses.

As part of the overall audit contract, the City expects to receive from the audit firm a variety of technical assistance throughout the fiscal year that may include inquiries regarding accounting, reporting and internal control issues. Indicate fees for these services and/or if they are included in your total annual base fee.

L. ADDITIONAL SERVICES

Proposals should contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned. In addition, the audit firm may be requested to perform special projects for the City during the year. Because of variations in demand for additional services, such work will be contracted for, provided, and billed separately to the City on an hourly basis. Proposals should describe the types of services available from the firm, the professionals who would provide the service and the standard hourly fees to be charged for such service.

M. HOLD HARMLESS AGREEMENT

Proposers are required to execute and submit with their proposal the Hold Harmless Agreement, agreeing to indemnify and hold the City harmless for any and all claims, liability, losses, and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP.

N. NON-COLLUSION AFFIDAVIT

Proposers are required to execute and submit with their proposal the Non-Collusion Affidavit. If it is discovered that collusion exists among the Proposers, the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work.

O. DRUG-FREE WORKPLACE CERTIFICATION

Proposers are required to execute and submit with their proposal the Drug-Free Workplace Certification. Failure to complete this form and submit it with your response will result in immediate disqualification of your proposal.

P. PUBLIC ENTITY CRIMES

Proposers are required to execute and submit with their proposal the Sworn Statement Under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes.

Q. INSURANCE

Proposer must provide a Certificate of Insurance with their submittal.

5. EVALUATION OF PROPOSALS

Proposals that meet the mandatory qualifications and requirements will be evaluated by the City of Belle Isle Auditor Selection Committee to determine which firm best meets the needs of the City. After meeting these requirements, the following factors will be used to evaluate proposals:

1. EXPERIENCE: The firm's past experience and performance on comparable government engagements.
2. QUALITY: The quality of the firm's professional auditing personnel to be assigned to the engagement and quality of the firm's management support personnel to be available for technical consultation.
3. ABILITY: Ability to furnish the services listed in the Scope of Work, the general approach of the audit plan, the value-added services the firm provides beyond the audit engagement, the quality of the firm's communication skills to express technical and financial information, and the completeness of the response to the Request for Proposal.
4. COMPENSATION: The total compensation proposed for the term of the audit engagement, possible extension periods, and any additional services.

After reviewing and evaluating the proposals, the Auditor Selection Committee will make a recommendation to the City Council through the City Manager. Cost will not be the sole or predominant factor to the evaluation of qualified proposals.

"Pursuant to Section 287.05701, Florida Statutes, the City may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or give preference to a vendor based on the vendor's social, political, or ideological interests."

6. MANDATORY FORMS

The following required forms are attached and must be submitted with the proposal:

- Proposal Submission and Addendum Acknowledgement
- Hold Harmless Agreement
- Non-Collusion Affidavit
- Drug-Free Workplace Certification
- Sworn Statement on Public Entity Crimes

**CITY OF BELLE ISLE
PROPOSAL SUBMISSION AND ADDENDUM ACKNOWLEDGEMENT
FOR RFP 2025-01 AUDIT SERVICES**

PROPOSER NAME: _____

PROPOSER ADDRESS: _____

PHONE NUMBER: _____

THE UNDERSIGNED:

- i. Acknowledges receipt of any and all addenda and submits this response to the above referenced Request for Proposals issued by the City of Belle Isle.
- ii. Has examined the Request for Proposals and understands that in submitting its Proposal, they waive all right to plead any misunderstanding regarding the same.
- iii. Certifies that all information in this Proposal is truthful to the best of their knowledge and belief and that they are duly authorized to submit this Proposal on behalf of the Proposer and that the Proposer is ready, willing, and able to perform if awarded the Proposal.
- iv. Has attached to this response the following mandatory documents:
 - Hold Harmless Agreement
 - Non-Collusion Affidavit
 - Drug-Free Workplace Certification
 - Sworn Statement on Public Entity Crimes
 - Certificate of Insurance

Signature of Authorized Representative

Date

Print Name as Signed Above

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____(Name of Person Making Statement).

(Seal)

Signature of Notary Public

Print, Type or Stamp Name of Notary

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

**CITY OF BELLE ISLE
HOLD HARMLESS AGREEMENT**

The undersigned Proposer agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Proposer or employees and/or agents of Proposer.

In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the City from any and all increased expenses resulting from such delay.

Proposer's Name

Signature of Authorized Representative

Date

Print Name as Signed Above

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____(Name of Person Making Statement).

(Seal)

Signature of Notary Public

Print, Type or Stamp Name of Notary

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

**CITY OF BELLE ISLE
NON-COLLUSION AFFIDAVIT**

I, _____ (Authorized Representative of Proposer), of the firm of _____ (Proposer's Company Name) responded to the notice calling for proposals for Audit Services for the City of Belle Isle. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition.

The Statements contained within this affidavit are true and correct, and made with full knowledge that the City of Belle Isle relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

Signature of Authorized Representative

Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (Name of Person Making Statement).

(Seal)

Signature of Notary Public

Print, Type or Stamp Name of Notary

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

**CITY OF BELLE ISLE
DRUG-FREE WORKPLACE CERTIFICATION**

In accordance with Statute 287.087, Florida Statutes, the below signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

Proposer's Name

Signature of Authorized Representative

Date

Print Name as Signed Above

CITY OF BELLE ISLE
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

i. This sworn statement is submitted by _____
(Print Individual's Name & Title)

for _____
(Print Name of Entity Submitting Sworn Statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

- ii. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- iii. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- iv. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
- v. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- vi. Based on information and belief, neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity listed above, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

(Signature)

(Date)

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

(Name of Person Making Statement).

(Seal)

Signature of Notary Public

Print, Type or Stamp Name of Notary

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____